

Personnel

Education and Training  
ProgramsProfessional Research  
and Teaching Leave  
Program (PR&TL)**PURPOSE:**

- .01 The Professional Research and Teaching Leave Program (PR&TL) enhances and promotes the continuing professional growth of Laboratory employees through partially subsidized leaves that enable them to study, conduct research, or teach at institutions in the United States and abroad.

**PROGRAM PARAMETERS:**

- .02 All costs associated with a PR&TL appointment are borne by the sponsoring organization. If an employee is asked to sign a patent agreement by the organization visited, he or she must contact Laboratory Counsel (LC) for guidance.
- .03 To be eligible for PR&TL the candidate must
- Be a recognized expert in the discipline.
  - Have made outstanding contributions to Laboratory efforts.
  - Have a firm plan for research, study, or teaching that is relevant to the interests of a Laboratory program and to the individual's expertise.
  - Be a regular full-time exempt employee with a minimum of 4 years of continuous regular full-time employment before the appointment or since the last PR&TL. Former employment at other University of California facilities is not counted as employment credit in satisfying the required 4 years.
- .04 Deleted. See [.16](#).

**LENGTH OF LEAVE:**

- .05 The minimum period of PR&TL leave is 1 month; the maximum is 12 months, not necessarily consecutive. However, if an individual proposes to return to work status intermittently during the PR&TL leave, this issue must be addressed in the leave request and be approved in advance.

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- .06 If an individual has previously had a PR&TL appointment for less than 12 months, a subsequent request may be made for the remainder of the original 12 months available but not used.

### LABORATORY SUPPORT:

#### Travel/Household Goods Shipment

- .07 Travel expenses and shipment of household goods are not reimbursed by the Laboratory.

**NOTE:** Although the Laboratory does not reimburse travel expenses, an employee considering a foreign PR&TL assignment must complete and submit to the Travel Group (FIN-8) a Request for Approval of Official Foreign Travel (Form DOE F 1512.1, available from FIN-8) to obtain Department of Energy (DOE) approval for the trip. See the [Travel Home Page](#).

#### Salary

- .08 An employee on PR&TL leave receives a percentage of his or her regular salary from the Laboratory according to the following schedule:

Years of Service or Since Last PR&TL	Less than 6 Month Leave	6-12 Month Leave
4	89%	44%
4.5	100%	50%
5	100%	56%
5.5	100%	61%
6	100%	67%
7	100%	78%
8	100%	89%
9 or more	100%	100%

- .09 Deleted.
- .10 The sponsoring organization may, at its option, propose to pay less than ~~the~~ the salary ~~specified~~ in the schedule above. However, the organization may not reduce its level of support after the leave is approved.

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**Salary Increases** .11 Employees on PR&TL are eligible for increases during salary review and should receive the same consideration given regular, full-time and part-time employees. PR&TL stipends will increase by the same percentage as the salary increase.

**Retirement Service Credit** .12 Service credit for Public Employees' Retirement System (PERS) and University of California Retirement Plan (UCRP) is determined by the monthly percentage of the base salary paid to an individual. Thus, the reduction of the base salary causes a corresponding reduction in service credit to either retirement plan. Individuals should contact the Benefits Group (PS-3) to discuss this aspect before they pursue PR&TL. Employee contributions to retirement are withheld based on the salary paid.

**Benefits** .13a An employee on PR&TL does not accrue vacation or sick leave. The employee may retain any Laboratory insurance plans previously obtained through PS-3.

**SECURITY CLEARANCE:** .13b Unless DOE approves an exception, DOE requires that an employee's security clearance be terminated when the employee is on PR&TL for a continuous period of more than 90 calendar days. For more information, see [AM 702](#).

### APPLICATION:

**Lead Time** .14 Because of the time required for processing and obtaining approvals, PR&TL requests must be submitted 3 months before the proposed beginning date.

**Procedure** .15 The candidate prepares application materials for the Special Employment Programs/Services Group (HRD-2) with a memorandum addressed to the **HRD-2 Group Leader**. The memorandum must include

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Name of the institution where the employee will teach or study and the person with whom arrangements have been made.

Specific dates of the leave requested.

Description of the work to be performed.

Description of the professional benefit that the leave is expected to bring to the applicant.

Statement of the immediate and long-range benefits that may be expected to accrue to a specific Laboratory program.

A statement of intention to return to the Laboratory at the conclusion of the leave.

Specific dollar amounts of fellowships, scholarships, salary, or other stipends.

Specific details on travel reimbursement.

NOTE: If the candidate anticipates foreign travel for the host institution, the application should also include the name of the institution to be visited, the approximate dates of the foreign travel, and a brief description of the nature of work to be performed. A Request for Approval of Official Foreign Travel (Form DOE F 1512.1) must be initiated at least 45 days in advance of any foreign travel (60 days for sensitive travel), even if the travel was not anticipated at the time of application. *See the [Travel Home Page](#).*

- .16 The candidate submits the PR&TL request to his or her group-level manager. The group- and division-level managers of the sponsoring organization must evaluate the request in view of the purpose of the program, eligibility, and benefit to the Laboratory. Copies of this evaluation are sent to the employee requesting the leave and to the cognizant Associate Director (AD).
- .17 If the group- and division-level managers support the PR&TL, the participant and management develop a written plan addressing (1) the performance evaluation and possible salary increase for the period of the PR&TL and (2) the work assignment when the participant returns to the Laboratory, with possible utilization of the newly acquired skills. While agreement by all parties is not a prerequisite, the plan should clearly state in

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what areas agreement could not be reached. The AD should also receive a copy of this plan.

- .18 The AD receives the application materials, the memo to the HRD-2 Group Leader, the group- and division-level managers' evaluation of the request, and the written plan that the candidate and his or her management developed for the PR&TL. If the cognizant AD approves the leave, the request is sent to HRD-2 for ~~✕~~ final approval. ~~✕~~ HRD-2 coordinates the final details of the leave and furnishes the employee with needed information.

### Conflict of Interest

- .19 Depending on the PR&TL assignment, an Outside Activity Permission Request Form (Form 701) may also be required. See [AM 716](#) and [AM 717](#).